

# Tennessee Housing Development Agency

## The BUILD Loan Program Application

### 1. APPLICANT INFORMATION

Legal Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Federal Tax I D #: 62-\_\_\_\_\_ or 58-\_\_\_\_\_

### 2. PROGRAM ADMINISTRATOR INFORMATION

Program Administrator/ Contact Person : \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 3. TYPE AND AMOUNT OF LOAN REQUESTED:

☐ Start-up – 0 % Interest \$ \_\_\_\_\_  
(Organization must have been (up to \$25,000)  
in existence less than 2 years)

☐ 6 Month – 2 % Interest \$ \_\_\_\_\_  
(up to \$50,000)

☐ 12 Month – 3 % Interest \$ \_\_\_\_\_  
(up to \$100,000)

☐ 18 Month – 4 % Interest \$ \_\_\_\_\_  
(up to \$300,000)

4. **OTHER FINANCING:**

Lender	Amount	Annual Debt Service Cost	Term
1. _____	\$ _____	\$ _____	_____
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____

Total Amount of Funds \$ \_\_\_\_\_

Total Annual Debt Service Cost \$ \_\_\_\_\_

5. **ACTIVITY TO BE FUNDED:**

- ☐ Operating Expenses:  
    \_\_\_ Equipment/Supplies    \_\_\_ Rent    \_\_\_ Salaries    \_\_\_ Other
- ☐ Development of rental units
- ☐ Development of homeownership units
- ☐ Construction
- ☐ Land Acquisition
- ☐ Site Preparation
- ☐ Pre-Development

6. **PREVIOUS BUILD LOANS:**

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Balance: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Balance: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Balance: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Balance: \_\_\_\_\_

7. Current or Prior Participation in any other THDA, State, or Federally Subsidized Programs:

Program: \_\_\_\_\_ fr. \_\_\_\_\_ to \_\_\_\_\_ amt. of funds awarded: \_\_\_\_\_

Program: \_\_\_\_\_ fr. \_\_\_\_\_ to \_\_\_\_\_ amt. of funds awarded: \_\_\_\_\_

Program: \_\_\_\_\_ fr. \_\_\_\_\_ to \_\_\_\_\_ amt. of funds awarded: \_\_\_\_\_

Program: \_\_\_\_\_ fr. \_\_\_\_\_ to \_\_\_\_\_ amt. of funds awarded: \_\_\_\_\_

Program: \_\_\_\_\_ fr. \_\_\_\_\_ to \_\_\_\_\_ amt. of funds awarded: \_\_\_\_\_

8. Has the organization ever been suspended or debarred from participation in any THDA, state, or federally subsidized programs: \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Is the organization in good standing with all other THDA, state, and federally subsidized programs: \_\_\_\_\_ yes \_\_\_\_\_ no

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. If the loan is to be used for construction or land acquisition, please indicate what will be used to secure the loan; please attach a copy of the appraisal and deed of property used to secure the loan:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the loan is to be secured, the organization may be required to provide documentation verifying compliance with local, state and federal regulations regarding the production of affordable housing.

11. Errors and Omissions Insurance:    \_\_\_\_\_yes                  Amount: \$\_\_\_\_\_

   \_\_\_\_\_no

13. **PROJECT NARRATIVE:** Briefly describe your proposed activity. Tell what you are going to do, where you are going to do it, who and how many will benefit (including any special needs population), and how you will use the BUILD funds. *Attach a project budget and an implementation plan that includes a listing of the major tasks in the activity and the expected timeframe for completion.*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

14. Please attach the following information to the completed application:

- ☐ Most recent financial audit, audited financial statements, or letter of financial review by CPA firm
- ☐ Copy of valid Certificate of Existence from the Tennessee Secretary of State
- ☐ Copy of 501(C)(3) designation letter from the IRS
- ☐ Business plan or strategic management plan that demonstrates dedication and capacity to create affordable housing opportunities for low-income households; this document should include information describing income levels of population served
- ☐ Documentation of operating funds from other sources, including how much annually and from what sources
- ☐ Documentation describing plan for loan repayment
- ☐ Project Budget
- ☐ Implementation plan that includes a listing of the major tasks in the activity and the expected timeframe for completion
- ☐ Copy of appraisal and deed of property used to secure the loan – if applicable
- ☐ List of staff members employed by the organization, including how many are full-time, part-time, volunteers, their specific responsibilities related to housing programs and how many years experience each staff member has in housing
- ☐ Board minutes approving participation in the BUILD Loan Program
- ☐ Copy of proof of errors and omissions insurance for 12 and 18 month loans to include dates and limits of coverage (this does not include 12 month Start-up Loans)
- ☐ Attachment One – Disclosure Form

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions up to and including a Class E Felony.

Executive Director or Chairman of the Board:

Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TENNESSEE HOUSING DEVELOPMENT AGENCY  
BUILD LOAN PROGRAM DISCLOSURE AND CERTIFICATION**

The undersigned, in order to participate in the BUILD Loan program operated by the Tennessee Housing Development Agency, supplies the following information and certifies to the accuracy of such information.

Please be advised disclosure does not automatically bring denial of participation. However, failure to comply with this disclosure or to provide false information on this form can subject the individual signing such form to criminal sanctions under state law. All questions are to be answered to the best of signatory's knowledge with no requirement to investigate.

1. ☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity, **have never** been convicted of a felony in Tennessee or any other state; OR

☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity, **have been** convicted of a felony in Tennessee or in another state. The details of which are as follows:

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2. ☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity, **have not been** fined, suspended, debarred, nor been the subject of a disciplinary investigation by a federal agency (including FHA, VA, USDA/RD (formerly FmHA), IRS, etc.) involving financial or housing activities; OR

☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity, **have been** fined, suspended, debarred, or been the subject of a disciplinary investigation by a federal agency (including FHA, VA, USDA/RD (formerly FmHA), IRS, etc.) involving financial or housing activities and the details are as follows:

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3. ☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity, **have not** filed for bankruptcy or reorganization at the present time; OR

- ☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity, ***am in or have*** filed for bankruptcy or reorganization at the present time (or within seven years) and the details are as follows:

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4. I, or any entity with which I am or have been affiliated in an ownership or decision making capacity hold the following licenses from a state regulatory authority. Please provide license numbers:

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5. ☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity ***have never had*** a license issued by a state regulatory authority suspended or been the subject of a disciplinary investigation; OR

- ☐ I, or any entity with which I am or have been affiliated in an ownership or decision making capacity ***have had*** a license issued by a state regulatory authority suspended or been the subject of a disciplinary investigation and the details are as follows:

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Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

In order to protect the integrity of Agency programs, an organization receiving funds through the BUILD Loan Program will be required to file a disclosure form at the time that an application is filed. The form will ask for information about activities which could be considered criminal in nature; activities which could show financial instability; or activities which have brought disciplinary action by a governmental regulatory agency.

This form should be filed by decision makers when the BUILD loan amount is \$20,000 or more to the recipient. Decision makers would include senior management and/or board members. Non-profit organizations that already file accountings and other types of disclosure may submit a request for waiver upon a showing of comparable disclosure to another oversight agency.

Applications may be mailed or faxed to:

Tennessee Housing Development Agency  
BUILD Loan Program  
404 James Robertson Pkwy.  
Suite 1114  
Nashville, TN 37243-0900  
615-741-2400 (office)  
615-741-9634 (fax)